



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes

### Human Resources Committee

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Wednesday, August 21, 2019

6:00 PM

Council Chambers, City Hall  
Use lower level glass door.

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#### 1. Call To Order

**Present:** 3 - Browne, Manion and Wells

**Absent:** 2 - Cummings and Miller

#### 2. Public Comment

#### 3. Approval of Minutes

[ID#19-1029](#) Approval of the minutes of the June 27, 2019 meeting.

**Attachments:** [HR Minutes - 6-27-19.pdf](#)

**Motion by Ald. Manion, second by Ald. Browne to approve the minutes of the June 27, 2019 meeting. The motion carried by the following vote:**

**Aye:** 3 - Browne, Manion and Wells

**Absent:** 2 - Cummings and Miller

#### 4. Business Items

**A.** [ID#19-1032](#) Request of City Administrator Lahner to contract with GovHR USA to assist the City with recruitment for the position of Police Chief.

**Attachments:** [Agenda Cover Sheet - GovHRUSA 8.15.2019.docx](#)  
[Waukesha WI - Police Chief proposal.pdf](#)

**Motion by Ald. Wells, second by Ald. Manion to approve the request of City Administrator Lahner to contract with GovHR USA to assist the City with recruitment for the position of Police Chief. The motion carried by the following vote:**

**Aye:** 3 - Browne, Manion and Wells

**Absent:** 2 - Cummings and Miller

- B. [ID#19-1099](#) Review and approval of HR Policy D3 - Employee Performance

**Attachments:** [D3 Employee Performance draft for HR Committee review 8.2019.pdf](#)

**Motion by Ald. Browne, second by Ald. Manion to approve the changes to HR Policy D3 - Employee Performance. The motion carried by the following vote:**

**Aye:** 3 - Browne, Manion and Wells

**Absent:** 2 - Cummings and Miller

- C. [ID#19-1114](#) Review and approval of HR Policy C2 - Vacation Leave

**Attachments:** [C2 Vacation Leave clarification language added.pdf](#)

**Motion by Ald. Wells, second by Ald. Brown to approve the changes to HR Policy C2 - Vacation Leave. The motion carried by the following vote:**

**Aye:** 3 - Browne, Manion and Wells

**Absent:** 2 - Cummings and Miller

- D. [ID#19-1102](#) Review and approval of HR Policy C7 - Employment Benefits

**Attachments:** [C7 Employment Benefits draft for HR Committee review 8.2019.pdf](#)

**No action was taken on this item. Additional modifications may be made and the policy will be presented to the Committee at a later date.**

- E. [ID#19-1105](#) Review and approval of HR Policy G2 - Commemorative Awards

**Attachments:** [G2 Commemorative Awards FORMERLY Service Awards draft for HR Committee review 8.2019.pdf](#)

**Motion by Ald. Manion, second by Ald. Browne to approve the changes to HR Policy G2 - Commemorative Awards. The vote carried by the following vote:**

**Aye:** 3 - Browne, Manion and Wells

**Absent:** 2 - Cummings and Miller

- F. [ID#19-1108](#) Review and approval of HR Policy G5 - Wages and Benefits - Regular Part-time Employees

**Attachments:** [C5 Wages and Benefits Regular Part-Time Employees draft for HR Committee review 8.2019.pdf](#)

**Motion by Ald. Wells, second by Ald. Manion to approve the changes to HR Policy G5 - Wages and Benefits - Regular Part-time Employees. The motion carried by the following vote:**

**Aye:** 3 - Browne, Manion and Wells

**Absent:** 2 - Cummings and Miller

**G.**     [ID#19-1111](#)     Review and approval of HR Policy H7 - Emergency Building Closures

**Attachments:**   [H7 Emergency Building Closures FORMERLY Unusual or Undesirable Working Conditions draft for HR Committee review 8.2019.pdf](#)

**Motion by Ald. Wells, second by Ald. Manion to approve the changes to HR Policy H7 - Emergency Building Closures. The motion carried by the following vote:**

**Aye:**   3 -   Browne, Manion and Wells

**Absent:** 2 -   Cummings and Miller

**5. Adjournment**

**The meeting adjourned at 6:30 p.m.**

"A majority of the Council members may be in attendance"

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